ROUTING AND TRANSMITTAL SLIP

		Date
		16 OCT 86

STAT

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA (FYI)		16 OCT 1986
2. DDA (FYI)		17 OCT 1986
3. DDA REGISTRY		
4. _____ (HOLD)		
5. (31 Oct 86 Mtg)		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

For Staff/mtg mentioned we should participate

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

✶ U.S.G.P.O.:1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date U I E 86 -100 7

15 OCT 86

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DDA/CMS		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION (NOMINATIONS ARE DUE BY 1 NOV 86)

SUSPENSE: 29 OCTOBER 1986

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

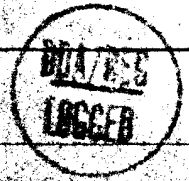| FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 7D24 HQS
EXA/DDA	Phone No.

STAT
STAT

5041-102

★ U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

18 - 3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO.		STAT
Chairman, CIA Training Selection Board 1026 CofC			DATE **10 OCT 1986**		STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDA 7D24 Hqs				
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FORM 1-79 **610** USE PREVIOUS EDITIONS

OTE #86-1607

10 OCT 1986

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy Director for Intelligence
Chairman, Executive Career Service

FROM:

Chairman, CIA Training Selection Board

STAT

SUBJECT: Nominations for Women's Executive
Leadership Program

1. The attached memorandum from OPM requests our participation in a government-wide "Women's Executive Leadership Program" recently approved by Constance Horner, Director, OPM. This is a leadership program for Federally employed women in grades GS-09-12 who have shown exceptional managerial potential for development towards supervisory, managerial and executive positions in the Federal workplace. There has been considerable interest in the program from Agency women who read about it in the Federal Times.

2. This program was originally launched as a pilot in August 1984 and successfully graduated 64 women in December 1985, one of whom was the CIA candidate. The Agency plans to participate in this program again in 1987. Although women have moved into the professional ranks in the Federal sector over the past several years and are technically competent in their fields of expertise, many have not yet been afforded sufficient visibility in assignments and provided training and education that will make them competitive for supervisory, managerial, and executive opportunities. The program provides a unique opportunity for those selected to gain a very broad overview of the management career field.

3. As outlined in the attached brochure, candidates for the program must be in grades GS-09 through GS-12 and must be available for detail to the program for approximately 12 months. Candidates must attend on a completely overt basis and reside in the Washington metropolitan area.

SUBJECT: Nominations for Women's Executive Leadership Program

Please give careful consideration to all eligible women in your components
and forward nominations or negative replies to [   ] Executive   STAT
Secretary, CIA Training Selection Board, 1016 C of C [   ] by   STAT
1 November 1986. Nomination format should contain the: name and location
of nominee; present grade level and job title; prior Federal positions; a
brief narrative evaluation of nominee's performance and duties; and an
assessment of nominee's potential for supervisory or managerial assignments.

4. Nominating components will be responsible for the evaluation and
ranking for promotion, slotting and salary for the selected candidate, as
well as providing a developmental assignment upon returning from the
program. OEEO/OP and the OTE/DDA will be responsible jointly for travel and
training expenses incidental to the program.

5. All nominees will be reviewed to select the best qualified for
consideration by the Office of Personnel Management (OPM). Successful
candidates will begin their developmental assignments in December 1986.

6. I have attached a brief summary of OPM Guidelines for identifying
candidates. Please direct any questions to [   ] Federal Women's   STAT
Program Manager, EEO, on extension [   ]   STAT

                                                                                   STAT

Attachments

cc: 1 - D/OP
     1 - D/EEO

Office of
Personnel Management

United States

Washington D C 20415

AUG 28 1986

Subject: Women's Executive Leadership Program for FY '87

To: Federal Women's Interagency Board

We are happy to announce that OPM Director Constance Horner has approved the offering of another Women's Executive Leadership Program.

The enclosed brochure provides additional information on the program. Applications are due to OPM no later than November 14.

If you have additional questions regarding application procedures or administration of the program, please contact the following member of my staff:

> Ms. Ellis D. Jones, Chief
> Women's Executive Leadership Program
> Executive Potential Program for
>   Mid-Level Employees
> 632-5109

We appreciate your past support and continued interest in this initiative.

Sincerely,

Lewis W. Taylor
Deputy Assistant Director
Executive Programs Division

Women's Executive Leadership Program

FY 87

United States
Office of
Personnel
Management

Office of
Training and
Development

Executive
Programs
Division

Washington. D.C.
20415

Women's Executive Leadership Program

Introductory Statement

The Women's Executive Leadership Program is a 12-month (commencing on participants' orientation date) career enhancement program for individuals who need training and developmental experiences to prepare them for future opportunities as supervisors, managers and executives in the Federal government. The training/development program is:

- Adaptable to individual needs of participants:
- Open to career full-time permanent employees in grades GS 9-12 only;
- Designed to cover four of the six executive competencies needed by supervisors, managers and executives for successful job performance:
    - Direction and guidance of programs, projects, policy development;
    - Resource acquisition and administration;
    - Utilization of human resources;
    - Review of implementation and results.

Unique Program Features

- Program will address four of the six executive competencies
- Participants will receive 25 days of formal classroom training
- Participants will receive a minimum of two 60-day and one 30-day rotational assignments to gain practical management experience and exposure
- A one-week residential Public Managers Workshop to clarify the different roles of the three levels of management, to increase a manager's understanding of the implications of being a member of the "corporate" management team of the Federal government and to view management as a second profession
- Development of a Career Action Plan at the end of the program for participants outlining future developmental needs
- Shadowing of high-level agency officials;

Program Objectives

The objectives for the Women's Executive Leadership Program are:

- To encourage Federal departments and agencies to prepare talented employees for managerial positions at an earlier stage of their careers;
- To provide training and developmental experiences that will parallel the managerial competencies and effectiveness characteristics needed by supervisors, managers and executives for successful job performance;
- To provide participants an opportunity to assess their potential and interest in Federal careers as supervisors, managers and executives, and to provide the kinds of job-relevant knowledges, skills and abilities that will enhance their success;
- To provide participants with a broad overview of careers in which their specialty exists;
- To provide participants an opportunity to observe supervisors, managers and executives as role models at work.

Program Responsibility

The Office of Personnel Management will be responsible for:

- Program publicity;
- Opening ceremony;
- General program design;
- Coordination and monitoring of activities related to each phase of the program;
- Administration of assessment instruments to program participants for utilization in developing individualized programs;
- Approval of individual development plans, rotational assignments, training and other activities for each participant;
- Design and delivery of core training curriculum for program participants;
- Assessment of program and feedback.

Program Responsibility
(Continued)

Participating departments and agencies will be responsible for:

- Providing OPM with program participants
- Identifying assignments that are broad in scope and complexity to enable participants to accomplish objectives
- Identifying program coordinators who will assist OPM by providing counseling services to employees and monitoring the activities of participants at the agency level;
- Assisting participants in the identification of training and other opportunities at the agency level.

Program Components

- **Opening Ceremony**

  OPM will sponsor an opening ceremony to officially kick off the program and establish a partnership between OPM and participating departments and agencies. Participants and high-level management officials from OPM as well as participating departments and agencies will attend.

- **Orientation**

  A four-day orientation will be held in the Washington. D.C.. area to establish a working relationship with agency supervisors, coordinators and participants. During orientation, program policies, expectations and opportunities will be outlined for participants. Orientation will also focus upon the development of team-building skills and time and stress management.

- **Individual Needs Assessment**

  All participants will take OPM's Management Excellence Inventory (MEI) to assess their managerial competencies in preparation for design of their Individual Development Plan (IDP) based upon the results of the MEI. Participants will also take the Myers-Briggs Type Indicator (MBTI), which will be integrated with the MEI results for development of the IDP.

- **Individual Development Plan**

  Each participant will be required to design an IDP which will serve as the "blueprint" for their developmental program. OPM will provide an IDP format that will include provisions for defining and meeting specific career and developmental objectives. The OPM program staff will work closely with each participant in developing the IDP.

- **Core Training Curriculum**

  A core training curriculum will be designed by OPM based on the group results of the MEI. All participants will be required to attend four core training modules (the one-week residential PMW and three weeks of management training).

- **Developmental Work Assignments**

  Each participant will be required to have a minimum of two 60-day and one 30-day assignments outside the current position of record. In addition. each participant will be required to have two shadowing assignments (one week each) of key agency officials. This type of assignment will provide participants with exposure and visibility at the highest levels of management in the agency. The assignments should be chosen to help prepare participants for the nature and scope of the positions they are likely to assume, give them a broad perspective and help develop their managerial skills based upon the MEI results. Coordination will be made with supervisors in the identification of assignments to meet participants' needs.

- **Cluster Group Participation**

  During orientation, participants will be assigned to cluster groups. The cluster groups are designed to encourage the strengthening of leadership and interpersonal skills, stimulate commitment to personal development. and to provide a forum to explore and address current issues facing managers in the Federal workforce. Participants will be required to attend cluster group presentations as scheduled.

- **Readministration of MEI and Development of Career Action Plan**

  The MEI will be readministered (to participants only) at the end of the program to assess the growth of participants. A Career Action Plan will be developed by each participant. identifying areas that need further development.

- **Program Coordinator Participation**

  Each department and agency represented in the program will appoint an individual to coordinate their program responsibilities and to ensure that associated administrative tasks are carried out. The individual should be someone with responsibility for executive training within the agency. As part of their responsibility they will maintain a record of participant development activities and serve as liaison with OPM on program matters.

Participant Qualifications

The program is limited to full-time permanent employees, both women and men, in grades GS-9/12 who have demonstrated through performance as having exceptional supervisory/management potential. Agencies should make prospective nominees aware of their responsibilities to participate in all required program activities, to seek the best developmental assignments, and take maximum advantage of the opportunities afforded them by this program.

Nomination Procedures

For each nominee, submit to OPM a current SF-171, a brief narrative evaluation of the nominee's current performance and duties, an assessment of their potential for supervisory or managerial assignments, and an approved training form. Each agency should ensure that nominees are selected in a fair and equitable manner. Agencies may nominate as many participants as their training budgets can support.

Cost

The cost is $2,900 per person for the 12-month program. Payment will be made to the U.S. Office of Personnel Management through SF-182 (or other approved training forms).

Timetable

Activity	Dates
Accept nominations from departments and agencies	November 14, 1986
Approved training forms due to Executive Programs Division	November 14, 1986
Send confirmation letters to participants and agencies	November 28, 1986
Opening ceremony	December 8, 1986

Program Entry Date and Orientation

Class I: December 9-12, 1986
Class II: January 26-29, 1987
Class III: February 23-26, 1987
Class IV: March 23-27, 1987

Information and Assistance

OPM's Executive Programs Division manages the program and works closely with departmental and agency-level executive development program coordinators and participants to ensure integration of the program with their human resource development needs. For more information, please contact:

U.S. Office of Personnel Management
Executive Programs Division
P.O. Box 7230
Washington, D.C. 20044
Phone: (202) 632-5109